

# **MINUTES**

## **Leesburg Executive Airport**

### **October 21, 2003**

**Discussion Notes:** The October meeting of the Leesburg Airport Commission was held in the B/P Amoco Room, lower level of the Town Government Center.

**Commissioners Present:** Mr. Steve Axeman, Chairman, Mr. Sidney Lissner, Vice-Chairman, Mr. Bill Whyte, Mr. Stanley Caulkins, Mr. Roy Steinfert, Mr. Robert Jones, Mr. David Burton and Mr. Robert Zoldos, Councilmember

**Staff Present:** Cindi Martin, Interim Airport Director, Jackie Seipel, Administrative Associate

**Call to Order:** The October 21, 2003 Airport Commission Meeting was called to order at 7:30 pm.

**Approval of Minutes:** Mr. Stanley Caulkins moved to approve the September meeting minutes. Mr. David Burton seconded the motion. All were in favor and motion carried.

**Petitioners:** None

**Presentation:** Ms. Betsy Fields, Director Economic Development  
Ms. Fields gave a presentation on the "Airport Gateway Project".

Mr. Whyte introduced Mr. Sean Sheedy, Mr. Sheedy demonstrated a virtual flight control tool that could be fabricated onto the ACA fuselage currently associated with the "Gateway Project".

**Chairman's Report** / None

**Committee Reports:**

**Rules, Regulations & Minimum Standards** / Bill Whyte

Mr. Whyte reported on the ILS Work Group.

- The group discussed various steps to completing the ILS project, and the organization of an air show in 2004.

### **Councilmatic Report / Bob Zoldos**

- Mr. Zoldos handed out the presentation given to the town council by the Virginia Department of Aviation.

### **Airport Director's Report**

- The director introduced Mr. Jeffery Milford, Piedmont Hawthorne's new General Manager.
- The director stated that the terminal tenant area lease rate proforma is in process.
- The director gave a preview of the Department of Environmental Quality (DEQ) requirements at Leesburg Airport
- The Security sub-committee will meet on October 23, 2003.

Director's Report attached.

### **Old Business**

- Staff recommended allowing multiple leases/aircraft in town owned aircraft hangars. Mr. Steinfort moved to approve. Mr. Jones seconded the motion. All were in favor and motion carried.
- Staff made a recommendation to put out a Request for Proposal (RFQ) for self service fuel. Mr. Steinfort moved to approve. Mr. Caulkins seconded the motion. All were in favor and motion carried.

### **New Business**

- Staff recommend creating two tiedown wait list, one for commercial tenants and one for the general public. Mr. Burton moved to approve. Mr. Whyte seconded the motion. Motion carried 5/2.
- Staff recommended requiring a deposit to be on the tiedown and hangar wait list. Mr. Caulkins moved to approve. Mr. Whyte seconded the motion. All were in favor and motion carried.

### **Adjournment**

- Mr. Steinfort moved to adjourn. Mr. Whyte seconded to motion. All were in favor motion carried.

